

PROGRAM ANALYSIS STAFF

Work Accomplished and Reports Presently Being Furnished

A. Work Accomplished

1. Staff Studies

a. Financial operation of:

(1) Foundations

(2) Preclusive Purchase Agreements

(3) Special Funds

b. Consolidation of information and coordination of preparation of Comptroller reports.

c. Development of more concise and meaningful financial reports.

d. Reconciliation of reciprocal accounts, Fiscal and Finance Divisions.

2. Analyses

a. Terminated proprietary projects.

b. Financial transactions from 1947 - 1956 to develop trends and indices usable for forecasting future needs.

c. Financial transactions on a covert purchase of scarce minerals for stockpile.

d. Agency expenditures by fiscal years for each appropriation, Fiscal Years 1947 - 1956.

3. Reports

a. Value of real property on books of the Agency

b. Receipt and disbursement of Agency funds and reconciliation of net balances with Agency Treasury accounts current on appropriations 1952 through 1956.

c. Allotment, obligation and expenditure schedules and charts.

d. Schedules and charts on personnel trends.

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e. Financial statements

- (1) Quarterly
- (2) Annually
- (3) Special

f. TTY travel authorized (quarterly)

- (1) Domestic
- (2) Foreign

g. Increased cost of quarters furnished Agency personnel overseas occasioned by the application of

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F. Reports Presently Being Furnished

1. Monthly reports

- a. Allotment, obligation and expenditure schedules and charts.
- b. Schedules and charts of personnel strength
- c. Financial reports to the IT/S
- d. Report on appropriation form 133 for presentation to the Bureau of the Budget
- e. Obligation and expenditure trends by fiscal years.

2. Quarterly reports

- a. Summary financial statements
- b. Consolidated Agency financial statement
- c. Agency expenditures by fiscal year
- d. TTY travel authorization
  - (1) Domestic
  - (2) Foreign

3. Annual reports

- a. Summary consolidated Agency financial statement
- b. Consolidated Agency financial statement
- c. Write-off under paragraph 10

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